

JOB DESCRIPTION

Village Co-Director - Counselor Portfolio

Classification: Seasonal

Reports to: Program Director

Minimal Qualifications:

- Active Christian faith
- At least two years prior experience as a counselor, at least one of which must have been in Village
- Comfortable with teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff.
- Ability to perform potentially strenuous physical activities (hiking, camp-outs, etc)
- Willingness to support the theological doctrine and practices of the United Methodist Church

Responsibilities:

Village Specific:

- Supervise Village support staff and counselors
 - Carefully coordinate daily Village schedule with co-director and other Support Staff as necessary
 - Actively serve, encourage, and build relationships with section leaders and other Summer Leadership Team (SLT) members.
 - Aid SLT members with any camper or counselor issues as needed
 - Communicate with Section Leaders to make sure all weekly events are taken care of
- Responsible for all camper placements and logistics
 - Collaborate with year-round staff to coordinate weekly living group and cabin arrangements
 - Manage the callboard and schedule changes
- Spiritual Development of staff logistics
 - Coordinate fellowship and community building activities for staff during time off

Village Co-Director Shared:

- Be a model of Christian maturity, sharing the Gospel of Jesus Christ with all campers, counselors, and crew
- Coordinate with CPO on meal numbers and set-up
- Be a part of the weekly Check-in process
- Active member of the Summer Leadership Team
 - Pre-Summer Training
 - Required planning, preparation, and communication with Program Team and SLT prior to summer (scheduled planning/training, and one weekend a month beginning in January)
 - Help to plan and lead Pre-Camp training weekend and annual staff training
 - Complete Challenge Course facilitator training
 - Complete archery facilitator training
 - During Summer
 - Support and serve Co-Director, other SLT members, counselors and crew, and maintain an atmosphere of spiritual growth, personal development, and safety in camp
 - Help to assure adherence to camp policies and procedures
 - Assist program director with staff evaluations throughout the summer.
 - Serve at Challenge course as needed
 - Participate and assist in planning or leading worship, in some capacity, throughout the summer (ie. Guitar, props, sweep chapel, read scripture, etc)

This is not an exhaustive list of responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.